

## IMPORTANT INFORMATION

All application forms must be the original form, typed or hand written in black ink. Copies or reproductions of any application form will **NOT** be accepted.

All applicants for a contractor's license regardless of business type must submit the following forms, documents and information:

### **CLASSIFICATION** (Page 1, Item 10)

A partial listing of classifications may be found on Page 7. If your type of work is not listed, please write a detailed description of the type of work you perform and we will assign the proper classification.

### **AFFIDAVIT** (Page 6, Item 15)

This affidavit must be signed by the owner (sole proprietorships), an officer (corporations), a partner (partnerships) or a member (limited liability companies). ***ALL SIGNATURES MUST BE NOTARIZED.***

### **FINANCIAL STATEMENT** (Pages 3 and 4)

The financial statement **must** be completed on the **ORIGINAL** form. This form must be completed by an independent auditor (*certified public accountant*).

1. This form must be current to within twelve (12) months of the date of filing.
2. Balance sheets and auditor reports may **not** be used in place of the original form.
3. You must show a net worth in assets of at least ten thousand dollars (\$10,000).
4. The financial statement must be signed by the owner, officer, partner or member before a NOTARY PUBLIC.
5. The independent auditor (CPA) who prepares the financial statement must also sign the form before a NOTARY PUBLIC. A CPA firm name **MAY NOT** be used in lieu of the individual signature of the CPA who completed the financial statement.
6. If an opinion letter of compilation report letter is attached to the financial statement, the letter must be signed by the individual CPA who completed the financial statement. The letter must also be notarized. Accounting firm signatures **will not be accepted**.

### **WORK EXPERIENCE** (Page 5)

The ORIGINAL form must be used. If your firm is a new firm with no prior work experience, write "New, no experience" for item 17 and answer item 18.

## **APPLICATION FOR QUALIFYING PARTY**

This application must be completed by the person you designate to take the required examination(s). Qualifying party applicants will not be scheduled for exams until all requirements are met. (Requirements are listed below.) This application must also be completed even if the designated qualifying party designate has **previously tested** with this Board.

## **REQUIREMENTS FOR QUALIFYING PARTY**

***Sole Proprietor (Individual)*** – Check item number six (6) for individual.

***Spouse of Sole Proprietor (Individual)*** – Provide a copy of your marriage license.

***Partnership*** – Provide a copy of your partnership agreement in which you are named as a partner.

***Original Member of a LLC*** – Provide a copy of the original articles of organization in which your name is listed as a member.

***Stockholder of a corporation who was an original incorporator or original stockholder as shown in the articles of incorporation*** – Provide a copy of the original articles of incorporation in which your name is listed as one of the original organizers and provide a copy of the original stock certificate that was issued at the time the company was first organized.

***Employee*** – Attached copies of cancelled payroll checks for the 120 days prior to the application date along with a master payroll record showing all applicable deductions (e.g. FICA).

(If additional qualifying parties are desired, this form may be reproduced. This is the **ONLY** form which may be reproduced.)

## **WATER WELL DRILLING**

Qualifying parties for the classification of ***Water Well Drilling*** **must** have a water well drilling contractor license from the Louisiana Department of Transportation and Development. A copy of this license **must be** submitted with the Qualifying Party application. No written examination is administered by the State Licensing Board for Contractors for the classification of ***Water Well Drilling***.

**EXAMINATIONS**

Examinations must be taken and passed at least ten (10) days ***prior*** to a Board meeting. Examinations are given on Tuesday and Wednesday of each week (except for holidays) at our offices in Baton Rouge only. See the application for further information. Examination fees are shown on page 7.

**LICENSE FEE**

If the required application fees are not included upon submission of your application, your application ***will be returned*** to you. (See page 7).

**Make checks payable to:**   *State Licensing Board for Contractors*

In addition to the information required for all applicants, the following entities must also provide additional information or documents:

**CORPORATIONS**

**CERTIFICATE OF GOOD STANDING** from the LOUISIANA SECRETARY OF STATE. (Page 7, Item 3).

**ARTICLES OF INCORPORATION** – required for ALL corporations. Send a copy of the articles of incorporation signed by the original organizers. Include all amendments or name changes with the original articles.

**PARTNERSHIPS**

**PARTNERSHIP AGREEMENT** (Page 2, Item 12C). You must provide a copy of the partnership agreement which includes the names of the partners and the date of organization.

**LIMITED LIABILITY COMPANIES**

**ARTICLES OF ORGANIZATION** (Page 2, Item 12B). You must provide a copy of the articles of organization which lists the MEMBERS (not managers or managing members) and gives the date of organization.

**CERTIFICATE OF EXISTENCE** from the LOUISIANA SECRETARY OF STATE (Page 7, Item 3).

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**BOARD MEETINGS**

All applications must be approved by the Board before a license can be issued. The names of applicants seeking licensure from the Board must appear on the official agenda which is submitted to the Board ten (10) days prior to each Board meeting. All requirements for licensure **must** be **completed** *on or before* the deadline date listed below in order for your application to be placed on the official agenda for consideration at the next Board meeting.

(An application is considered to be complete when all application forms and documentation have been received; the work experience investigation by our staff has been completed; and all examinations have been taken and passed by the qualifying party).

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